

Member Timesheet



NetDay AmeriCorps Bridge

Member Service Log

For program administration use only

Entered into WBRS on _____

Name _____

Service for the week of _____

Date	School	Activity Code (see service log instructions for codes)/Location	Morning Hours			Afternoon Hours			Total Hours	Activity Hours	
	Site Supervisor Initials		Time In	Time Out	# of Hours	Time In	Time Out	# of Hours		Direct Service	Training & Other
M											
T											
W											
Th											
F											
S											
Su											
Total Hours											

Member Signature _____

Date _____

Project Coordinator Signature _____

Date _____

Service Log Instructions:

1. Complete service log daily using the activity codes below.

Acceptable NetDay AmeriCorps Bridge Activity Codes

- | | |
|---|--|
| 1 = Refurbishing computers in classroom and computer labs | 7 = Member Training/Meetings |
| 2 = Troubleshooting software problems, installing hardware and software | 8 = Service Project |
| 3 = Technology Instruction with teachers | 9 = Community Outreach (volunteer recruitment, newsletters, presentations, distribution of literacy materials) |
| 4 = Technology Instruction with students | |
| 5 = Assisting students, teaching skills, and other responsibilities in PowerUp labs | |
| 6 = Service project planning, service preparation, additional service activities (as approved by Project Coordinator) | |

2. Use the fractions below for tracking hours:

15 minutes = .25

45 minutes = .75

30 minutes = .50

on the hour = .00

3. Lunch breaks should not count as service hours so complete the form accordingly.
4. Add your morning hours and afternoon hours and place the total in the total hours column.
5. Divide your total hours according to the activities you performed (direct service or training). Record these activity hours in the appropriate columns. **Please note that adding the hours listed in the activity columns should equal the number in the total hours column.**

Direct Service: activity codes 1 – 6 and 8

Training & Other: activity codes 7 and 9

***Training includes all activities that pertain to your individual development as an AmeriCorps member.

6. Check math to make sure hours are added properly.
7. All service logs must be signed and dated by member and site supervisor. Your service log will be sent back to you for completion if this information is missing.
8. Each site can enter information here, as to when and where members should complete and return service logs. (Be sure to give schedule to National Director of AmeriCorps Programs and Director of Finance and Administration.)